

**Transition Coordinator  
Proposed Competencies and Procedures for Approval  
August 1, 2004**

These competencies and procedures are proposed in conjunction with proposed rule R 340.1799g, Transition coordinator; special requirements, and are designed to meet the requirement at subpart (1)(c) of the proposed rule.

**Competencies**

A candidate for approval as a transition coordinator shall provide evidence of the following competencies:

1. Demonstrate knowledge of transition foundations to develop transition education, activities, and services for students, families, and service providers.
2. Demonstrate effective facilitation, coaching, and leadership skills at a group and individual level.
3. Demonstrate the ability to engage in collaborative transition service delivery, and utilize interagency agreements
4. Facilitate/teach pertinent transition practices (issues) to support special education and agency staff including:
  - Federal/Michigan Law
  - Curriculum/Best Practice
  - Delivery of transition services
  - Interagency collaboration
5. Understand outcome measurement and evaluation of transition services.

Evidence of these competencies must be documented in the candidate's portfolio.

**Procedures for Approval**

An application for transition coordinator approval is initiated by the school district, public school academy or intermediate school district which intends to employ the candidate as a transition coordinator. The application is filed directly with the Office of Special Education and Early Intervention Services (OSE/EIS).

The OSE/EIS will forward the application to a peer review panel consisting of (3) transition coordinators, appointed by the OSE/EIS. The peer review panel will review the application for evidence of meeting the qualifications stated in R340.1799g. The peer review panel will evaluate the candidate's portfolio to evidence the competencies listed above.

The peer review panel will provide a written determination of approval or disapproval to the candidate, the employing school district or public school academy and the OSE/EIS. A written determination of approval by the peer review panel is evidence of approval for employment as a transition coordinator.

## **Transition Coordinator Proposed Competencies and Procedures for Approval**

### Grandpersoning Procedures

As stated in subpart (d) of R340.1779g, within two years of the effective date of this rule, any person who has been employed under the transition services grant to intermediate school districts may submit an application for approval as a transition coordinator directly to the OSE/EIS. The candidate will provide evidence of employment under the transition services grant and indicate the time period of employment and intermediate school district of employment.

The OSE/EIS will verify the candidate's information, obtain a statement of successful experience from the employer, and provide a written determination of approval to the candidate.

### Duration of Approval

Any person who obtains approval as a transition coordinator under these procedures will remain qualified as a transition coordinator, unless the OSE/EIS revokes the approval for cause.

### Transferability

Approval as a transition coordinator shall be valid for employment in any school district, public school academy or intermediate school district in the State.

### Effective Date of Approval

An approval granted under these procedures will be effective on the first day of employment as a transition coordinator in the school year in which the application for approval was submitted to the OSE/EIS.

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